

# The INTERCHANGE

Monthly Newsletter for State Employees Prepared by State Employees



## Mitchell E. Daniels, Jr. Inaugurated as Indiana's 49th Governor

Mitch Daniels kept a promise he made in August 2003 to the Newton-Jasper Community Band. The group, comprised of residents from Kentland and Rensselaer, performed on January 10 as a prelude to inaugural ceremonies officially installing Daniels as the 49th Governor of Indiana.

As his four daughters, Meagan, Melissa, Meredith and Maggie, held the bible used by President Benjamin Harrison when he took the oath of office in 1889, and with his wife, Cheri, at his side, Daniels accepted the oath of office from Indiana Supreme Court Chief Justice Randall T. Shepard. More than 9,000 people witnessed the morning ceremony in the Pepsi Coliseum on the Indiana State Fairgrounds. Governor Daniels met many of the attendees on the road while campaigning throughout the state for 16 months and invited them to witness the swearing in ceremony.

Early in those travels, he spent an evening with members of the Newton-Jasper Community Band, listening to their practice and guest-conducting. As he departed that evening, a member of the band asked, "If you get elected governor, can we play at your inaugural?" And so, under the direction of Joy Stowers, the band played for 30 minutes immediately prior to the ceremony.

Governor Daniels emphasized his message of change that will lead to recovery and return to greatness for Indiana during his inaugural address. Daniels said he will utilize the qualities that make Hoosiers unique, including their quiet strength, resilience and an inherent will to help each other, to assist in bringing meaningful change for residents.

"We offered ourselves as people of change. We urged our fellow citizens to aim higher, to expect more from our state government, but also from our schools, our businesses and, ultimately, from ourselves," the governor said of his time on the road campaigning. "We tried to hold up the prospect of an era in which we would leave behind old arguments for new solutions, provincialism for unified purpose, timidity and caution for boldness and even risk-taking, all with the goal of restoring our state as a place of prosperity and promise."

The governor said that as Indiana builds a new structure to make the state a stronger and better place to work and live, everyone will be called on to do their part to pitch in.

"It's time to raise a new barn in Indiana, a new, stronger structure to house new tools and to make possible far richer future harvests," the governor said. "We will need the whole community to show up."

U.S. Senator Richard Lugar (R-Ind.) served as master of ceremonies for the event. He welcomed other federal and state guests and offered comments about Daniels, who started his public service career by working in various capacities working for Lugar.

The oath of office also was administered to Lieutenant Governor Rebecca S. Skillman, Superintendent of Public Instruction Suellen K. Reed and Attorney General Stephen Carter.

In her remarks, Skillman echoed the governor's message of change. "Mitch Daniels and I believe that we must seize the moment as a state. It is time to act boldly and provide big changes," she said.

In addition to the Newton-Jasper Community Band, several other groups performed as a prelude to the ceremony. Bands from Bishop Dwenger High School in Fort Wayne and Evansville North High School performed as did the Seymour Honors Choir and The Oaks Academy Choir (Indianapolis).

Special guests also included more than 1,800 children from school districts throughout the state, fire fighters, police officers, and members of the Indiana National Guard.

The invocation was delivered by Rabbi Mirra Wasserman of Bloomington. Pastor Michael Latham of Fort Wayne provided the benediction. The ceremony was the final inaugural event for the governor, who traveled to his office at the Indiana Statehouse immediately following his acceptance of the oath of office. Other inaugural events on January 9 included a gospel celebration featuring a free concert by Bill and Gloria Gaither, Sandi Patty, and the Eastern Star Baptist Church Choir from Indianapolis, also at the Pepsi Coliseum, and an inaugural gala, which included a dinner and dance at the downtown Marriott Hotel. The governor also invited hundreds of people he met while on the road to a special breakfast before the inauguration ceremony.



*With his wife, Cheri, at his side, Daniels accepted the oath of office from Chief Justice Randall T. Shepard. Daniels' daughters, Meagan, Melissa, Meredith and Maggie, held the bible used by President Benjamin Harrison when he took the oath of office in 1889.*

## Tax Season, 2005 Brings Changes for Taxpayers:

### The Indiana Department of Revenue Offers Advice for Filing State Taxes

A new year brings another tax season for the Indiana Department of Revenue. Though individual income tax is just one of approximately 50 taxes and fees collected by the Department, it is one that generally consumes most of the attention during the year. In Fiscal Year 04, the Department collected over \$3.4 billion from this tax alone.

Advancements in technology are making processing more efficient and faster for the Department. Last year, over 60% of the returns that were filed were by a means other than traditional paper. This included various means of electronic filing, Internet filing, Telefile and 2-D Barcodes. In addition, over 744,000 Hoosiers chose to direct deposit as a means of receiving their tax refunds. Electronic filing plus direct deposit can drastically reduce the processing time and put refunds back into taxpayers' hands within days instead of weeks using the traditional paper method.

With the new filing season, there are some changes to keep in mind:

1. Attention homeowners: Did you pay 2003 residential property tax in 2004? If so, you may be eligible to take an additional \$2,500 on your 2004 tax return. Note: you cannot take the deduction for any payments that have already been claimed on your 2003 return. There is a new worksheet available in the IT-40 booklet.
2. If you were not divorced or were legally separated in 2004, you may have qualified for and filed as head of

household on your federal income tax return. If you did, do not check the married filing separately box. Also, do not enter your spouse's name or social security number.

3. Do you lie awake at night during the tax season wondering when you'll get your refund? You can now check your status online. Visit our web site at [www.in.gov/dor/individual/maintenance.html](http://www.in.gov/dor/individual/maintenance.html).

You can read more about these and other changes in the IT-40 booklet which can be found on our website [www.in.gov/dor](http://www.in.gov/dor).

VITA- The Volunteer Income Tax Assistance Program (VITA) is available to anyone who can't prepare their state and federal tax returns. Trained volunteers can generally be found at community and neighborhood centers, libraries, schools, shopping malls, and other convenient locations. Some of the sites also offer free electronic filing. You can visit our web site, [www.in.gov/dor](http://www.in.gov/dor), for more details.

#### Office Hours

Santa's elves may be enjoying some well deserved time off, but IDOR workers are hard at work. If you have any questions when you're filling out your return, feel free to come in or give us a call. District offices are generally open from 8:00 a.m. to 4:30 p.m. The main office in Indianapolis is also open from 8:00 a.m. to 4:30 p.m. You can find a listing for all the offices on our web site, [www.in.gov/dor](http://www.in.gov/dor).

### Reminder for All Staff to Reduce, Reuse & Recycle Correctly

If you or others in your facilities are cleaning out work spaces, remember to properly retain documents, reuse suitable items within your Green Rooms and recycle correctly. Informative powerpoint presentations for state employees within Marion County (those at the Indiana Government Center and also for those working at off-campus locations) are found at [www.IN.gov/greening](http://www.IN.gov/greening) on the "What are State Facilities Doing?" tab. If you work outside of Marion County, ask your Agency Greening Coordinator if you have questions.

Camera-ready "THANKS! You Made a Difference" recycling reminder cards for employees can also be found on the "Greening Details" tab, just scroll down to the "Clean Your Files" section. If you work at the Indiana Government Center and need recycling carts, contact the IGC Facilities Management office at (317) 232-3156 to get on the schedule.

### PERF At A Glance Simplifies Retirement Fund Information

A simplified summary called *PERF At A Glance* has been posted to the PERF website at [www.perf.in.gov](http://www.perf.in.gov), along with a complete copy of the 2004 Member Handbook. Both give members and employers an explanation of the two parts of the contributions and benefits included in the Public Employees' Retirement Fund.

*Perf At A Glance* answers most of the questions frequently asked by new members and those early in the process of planning for their retirement. Members who are closer to retirement and employers who are responsible for explaining PERF in detail should access the complete Member Handbook.

Both documents can be printed directly from the website. If you prefer a printed copy, or have any questions about PERF, please contact a customer service representative at 1-888-526-1687.

# Living Healthy, Working Well:

## The Five “Rs” of Dealing with Change-Related Stress

Although it might not seem so at the time, every change represents an opportunity for growth. The very nature of change makes us look at — and sometimes reconsider — who we are and the direction we are going.

The following “Five Rs” can help you move forward confidently and comfortably through the change process while allowing you the time to assess your options as well as your opportunities.

### ***Relax***

Find ways to relax. It might be through deep breathing, meditation, or visualization exercises. Try to temporarily “park” your problems. Don’t think about them constantly. Take time out for a pleasant diversion. Exercise and commit to a healthy lifestyle that includes plenty of rest. And always try to maintain a sense of humor.

### ***Reflect***

Reflect on your feelings about what is happening. Don’t try to hide or discount your feelings, especially the negative ones. But do understand the effect that negative behavior can have. Negative thoughts and behavior can spread to the people around you. Seek support from peers and family, and never be critical of how someone else is dealing with change. Use any available resources to help you sort out what you’re going through. It is smart to ask for help.

### ***Reassess***

Assess your feelings and find someone you can talk to about them. Separate what you know from what you don’t know. In other words, dispel rumors. They will only increase your stress. Let go of guilty feelings about what could have been done. Develop a new vision of yourself and accentuate the positives.

### ***Rehearse***

Review the steps you have decided to take in dealing with change. Prepare in advance for uncomfortable situations. Think about possible questions, how you’d answer them, and what you would like to say about what’s going on. Rehearsing helps alleviate stress and anxiety.

### ***Ritualize***

Keep your life as normal as possible. Maintain established routines. Continue regular family activities. Rely on and seek comfort in the things that are constant in your life. Seeking out the familiar is an instant stress reliever.

How we prepare ourselves to deal with change determines whether or not we will grow through the change experience. What feels like loss now may lead to unexpected benefits in the long run. By practicing the “Five Rs” you can face change feeling Rejuvenated!

### ***Getting Help***

If you need help dealing with change in your life, your E.A.S.Y. program can help. Counselors are available at 1-800-223-7723, 24 hours a day, seven days a week to provide confidential assistance to you. Additional information, self-help tools and other resources are available online at [www.MagellanHealth.com](http://www.MagellanHealth.com)

Living  
Healthy  
Working  
Well™

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Apply On Time for Financial Aid  
from the State Student Assistance Commission

March 10, 2005 FAFSA Receipt Date Deadline



Whether you file by mail or on-line ([www.fafsa.ed.gov](http://www.fafsa.ed.gov)), your 2005-2006 Free Application for Federal Student Aid (FAFSA) must be RECEIVED by the Federal Processor on or before March 10, 2005 to be considered for The Frank O’Bannon Grant, The Twenty-first Century Scholars Scholarship, and The National Guard Supplemental Grant

State Student Assistance Commission of Indiana (SSACI)  
<http://www.ssaci.IN.gov>

# TRAINING PROGRAMS

March 2005

Date	Time	Class	Cost
1	9:00 - 3:00	CLER Review Session** (Restricted enrollment)	Free
8	9:00 - 12:00	Selection & Interviewing	Free
9	9:00 - 3:00	Diversity in the Workplace	Free
16	1:00 - 3:30	Hoosier S.T.A.R.T. "Distribution Options"	Free
17	9:00 - 4:00	How to Investigate Complaints of Discrimination**	Free
22	8:30 - 1:00	Driver Improvement Program	Free*
24	9:00 - 12:00	Affirmative Action Plan - Monitoring Report Training**	Free

NOTE: All classes will be held in the State Training Center except where noted. \*Free for State of Indiana employees only.

\*\*These classes are only offered to SUPERVISOR/MANAGERS AND/OR HUMAN RESOURCE PERSONNEL.

Classes that require a fee are noted. Obtain your supervisor's approval to attend.

For more information or to register, you will need to contact your agency training contact person (ATCP).

Please visit <http://www.in.gov/jobs/training&development/0homepag.htm> to check for calendar updates before registering.

Happy Valentine's Day!



Artwork provided by Jerry Williams, State Personnel Dept.

## State Employee Discounts

ALL CURRENT DISCOUNT  
INFORMATION CAN BE FOUND AT:  
[http://www.IN.gov/jobs/special\\_projects/  
discount.html](http://www.IN.gov/jobs/special_projects/discount.html)



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Published by the Indiana State Personnel Department. Printed  
as a courtesy of Central Printing - Dave Sandlin, Manager.  
Distributed as a courtesy of Central Mail.



Printed on Recycled Paper